

SPUD/ISPUD Checklist

City of Baton Rouge/Parish of East Baton Rouge
Office of the Planning Commission, 1100 Laurel Street, Suite 104
P.O. Box 1471, Baton Rouge, Louisiana 70821

The following information is required on all ISPUD Plans. The Development Plans submitted for approval shall be prepared by one or more persons in the following professions: Architecture, Landscape Architecture, or Civil Engineering. (Should place stamp and seal on the appropriate drawings)

Submittal sets will include, at a minimum, a Cover Sheet, Existing Site Conditions Map, Development Plan, Circulation Plan, Landscape Plan, Utility Service Plan, and Architectural Elevations. Items on this checklist must be located on the appropriate sheets according to this checklist. Information not located on the appropriate sheet will be considered an incomplete submittal. Furthermore, the Studies listed below are required at the time of application submittal.

1. Cover Sheet

- ___ Legal Description of Site
Title of the SPUD/ISPUD, legal property description, and CPPC Property ID#s for each lot (also in the title block on sheets)
- ___ A current general location quadrangle map encompassing a one (1) mile radius showing the relationship of the site to such external facilities:
 - ___ Highways
 - ___ Shopping areas
 - ___ Public facilities which would serve the site such as, schools, parks, and fire stations
- ___ Name, address, phone and fax numbers of the following design professional(s): design professional(s) (Landscape architects, Engineers, Architects, and Consultants) ___ Owners
- ___ Developer

2. Existing Site Conditions Map

This map or series of maps shall be drawn to a scale determined by the Planning Commission Staff, which is sufficient to show detail of the following:

- ___ Location of the existing property lines both for private property and for public Property
- ___ Existing contours shown at a maximum contour interval of two (2) feet
- ___ Streets and their right-of-ways
- ___ Existing and proposed major streets
- ___ Buildings
- ___ Watercourses
- ___ Transmission lines
- ___ Sewers
- ___ Bridges
- ___ Culverts and drainpipes
- ___ Water mains
- ___ Public utility easements
- ___ Wooded area
- ___ Streams
- ___ Lakes
- ___ Marshes
- ___ Wetlands
- ___ Any other unique physical condition affecting the area

_____ **3. Development Plan**

- _____ Scale
- _____ Date
- _____ North arrow
- _____ Boundaries of the subject property
- _____ All proposed buildings and other structures include the following:
 - _____ Use
 - _____ Size
 - _____ Location
 - _____ Number of buildings
 - _____ Height and number of stories
 - _____ Density (residential units)
 - _____ Indicate building access points

_____ **General Description**

A written general description of the proposed SPUD/ISPUD shall include:

- _____ The total acreage involved in the project.
- _____ The number of acres devoted to the various categories of land use shown on the Development Plan, including the following:
 - _____ The number of acres of green open space
 - _____ The percentage of total acreage represented by each category of land use
 - _____ An itemized list of uses proposed for each component
- _____ The establishment of minimum design standards which shall govern the site development such as the following:
 - _____ Lot shape and size
 - _____ Internal streets and pedestrian ways
 - _____ Common area provisions
 - _____ Off-street parking demands
 - _____ Signage
 - _____ Architectural themes
 - _____ Visual screens
 - _____ General buffer and landscape area
- _____ A list of abutting property owners and current zoning of abutting parcels

A land use plan which indicates the specific location and extent of all components of the Development Plan, including the following (include chart from application):

- _____ Low, medium, and high-density residential areas
- _____ Office and commercial areas
- _____ Proposed density/intensity of each use along with parking requirements

The plan shall show green open space provisions such as the following:

- _____ Parks
- _____ Passive or scenic areas
- _____ Community recreation facilities
- _____ Areas for public or quasi-public institutional uses

Provisions for the control of signs, including the following:

- _____ Size
- _____ Shape
- _____ Location
- _____ Appearance

Refuse areas

- ___ Location
- ___ Size
- ___ Screening

Provisions for the control of outdoor lighting, including the following:

- ___ Location
- ___ Height
- ___ Angle
- ___ Type

Centralized mail kiosk(s) (requirement of USPS)

- ___ Location
- ___ Height
- ___ Graphic Elevation

Please contact the United States Post Office for more information

4. **Circulation Plan**

A plan for pedestrian and vehicular circulation showing the following:

- ___ Existing and proposed streets
- ___ Right-of-way widths and the general design capacity of the system
- ___ Indicate on the map any streets or pedestrian ways that are proposed for private ownership and maintenance
- ___ Indicate on the map methods for separating pedestrians from vehicular traffic
- ___ If mass transit is available, indicate on the map methods for providing access to the mass transit
- ___ A chart showing parking spaces including the following:
 - ___ Use type/sq. ft. and parking ratio
 - ___ Required and proposed parking spaces
 - ___ Required and proposed handicapped
 - ___ Existing (if applicable)
 - ___ Required and proposed bicycle parking (if applicable)
- ___ A list of any streets or pedestrian ways that are proposed for private ownership

5. **Utilities Plan**

- ___ Proposed disposition of sanitary waste and storm water
- ___ The proposed source of potable water
- ___ The location and width of all proposed utility easements or rights-of-way

6. **Landscape Plan**

Landscape plan (Stamped and sealed by a licensed Landscape Architect) Chart showing required and proposed landscaping as required by the Unified Development Code

7. **Architectural Elevations**

- ___ Building elevations:
- ___ Submit front building elevations
- ___ Schematic section indicating uses of each floor (only applicable if there are different uses on each floor)

8. **Preliminary Plat (If needed)**

If the site is to be subdivided, a Preliminary Plat as required by the Unified Development Code shall be provided by the applicant

9. Public Notification

Abutting Property Owner The Planning Commission shall notify all abutting property owners by mail.

Legal Public Notice Advertisement The Planning Commission shall advertise the proposed rezoning or land use amendment request in suitable block ad form not less than two (2) columns wide, three (3) times, the first of which shall appear not less than ten (10) days prior to the Planning Commission meeting. (Section 19.4)

10. Studies Required

- a. Stormwater Management Plan (SMP). See UDC Section 15.13 to determine if required. One electronic copy (PDF) submitted to the Planning Commission office. Two paper copies to the Subdivision Office.
- b. Drainage Impact Study (DIS) See UDC Section 15.15 to determine if required. One electronic copy (PDF) submitted to the Planning Commission office. Two paper copies to the Subdivision Office.
- c. Water Quality Impact Study (WQIS) See UDC Section 15.17 to determine if required. One electronic copy (PDF) submitted to the Planning Commission office. Two paper copies to the Subdivision Office.

11. DOTD approval/non-objection: Where proposed development accesses a state highway or connecting street, applicant must have a statement from the Louisiana Department of Transportation and Development confirming that access to said highway or connecting street will be allowed (Section 4.103.A.1.e)

12. Development Review Committee: Compliance with Development Review Committee and/or Departments of Development and Transportation and Drainage comments is required prior to approval.

13. Plans at time of application

- a. One (1) full size print of required plans
- b. Two (2) reduced size print of required plans- 11 x 17 (For PC and for Subd Office)
- c. Electronic PDF submittal of required plans

14. Application along with property detail sheets and map <http://ebrmap.brgov.com/ebrgis/>

15. Application Fees for Approval

16. Prints with PC comments addressed for SRC submittal One (1) full size print of required plans
One (1) reduced size print of required plans – 11 x 17
Electronic PDF submittal (CD Rom or email) of required plans

17. Prints with SRC comments addressed
One (1) full size print of required plans
(27) reduced size prints of required plans- 11 x 17

18. Prints after approval
Four (4) Full size sets; One (1) reduced set
If Final Plat Signature is required, provide an AutoCAD drawing by computer disk or email

19. Revisions:

- a. Provide a revision block showing:
 - ____ Revision number
 - ____ Note describing any proposed change(s)

b.


Parking Chart Example:

Use	Formula	Required	Proposed
Multi-family (1 bedroom)	1 spaces/unit	116	x
Multi-family (2 bedroom)	2 spaces/unit	136	x
Totals		252	x

Handicap Spaces	201-300 spaces	7	x
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Bicycle Parking	101-200 vehicular spaces	5	x
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Revision Block Example:



Revision #1: Detailed note describing proposed change(s)

APPROVED

Frank M. Duke, FAICP, Planning Director

Date _____

City-Parish Planning Commission

or his designee

File # _____